



United States Department of Agriculture

Rural Development

Rural Business Development Grant (RBDG) Application Materials

Please submit the following items:

- 1) Form [SF 424, Application for Federal Assistance](#)
 - Insert the Data Universal Numbering System ([DUNS](#)) Number in Block 5
- 2) Form [SF 424A, Budget Information – Non-Construction Programs](#)
- 3) Form [SF 424B, Assurances – Non-Construction Programs](#)
- 4) Provide a current [Central Contractor Registration](#) (CCR) CAGE number and expiration date
- 5) Form [AD 3030, Assurance Regarding Corporate Felony Conviction or Corporate Federal Tax Delinquencies](#)
- 6) [Attorney's Opinion Relative to Organization, Authority & Continuous Existence](#) (public body) – *submitted on attorney's letterhead*
- 7) Provide a Scope of Work that describes the proposed service(s) to be provided/project to be funded with the timeframes for completion of each task and the number of months duration of the project
- 8) Provide a written narrative that addresses the following:
 - Benefits of project, why it is needed, and how it meets grant eligibility
 - Area to be served
 - Description of how project will coordinate economic development activities
 - Business(s) to be assisted
 - Explanation of how proposed project will result in newly created or supported jobs in area and the specific number of projected new and supported jobs within the next 3 years
 - Description of applicant's experience & demonstrated capability in providing the proposed assistance, including experience of key staff and persons managing the project
 - Method and rationale used to select the areas & businesses receiving the service
 - Latest 3 years of financial information to show financial capacity to carry out the proposed work (i.e. balance sheets, income statements, cash flow statements, audits)
 - Documented commitment of other project funds
 - Budget that includes salaries, fringe benefits, consultant costs, indirect costs, other direct costs

Additional Information Required for Non-Profit Organizations ONLY:

- Copy of the Articles of Incorporation AND copy of the By-Laws
- Copy of current certificate of status from the Department of Financial Institutions, if organized as a corporation, **OR** [Attorney's Opinion Relative to Organization, Authority & Continuous Existence – Nonprofit](#) – *submitted on attorney's letterhead*
- A current certification by Secretary and President of Corporation (see [sample certification](#))
- List of Officers (title and term of office)
- [Survey on Ensuring Equal Opportunity for Applicants](#)
- Provide the North American Industry Classification System (NAICS) code for your organization (visit <http://www.census.gov/epcd/www/naics.html> for details)

Questions? Please refer to the [program rule](#) or contact our office. Mail applications to the address below.

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

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DUNS# / CAGE# Instructions

Borrower(s) can obtain a DUNS# **free** of charge by calling 1-866-705-5711 (for web access, please visit <http://www.dnb.com/get-a-duns-number.html>). After a DUNS# is received, Borrower(s) can complete the following process to obtain a **free** CAGE#:

- 1) Visit www.sam.gov
- 2) Click on create-an-account link and follow the steps. Will receive an email and will use the link in the email to validate the account.
- 3) Login and will be at “my sam page”
- 4) Click “register new entity” on the left menu.
- 5) Complete the registration process and a CAGE# will be assigned throughout the process.
- 6) If there are co-Borrowers, begin at step 4 and repeat for additional Borrower(s).

Free assistance is available to obtain the **CCR Cage Code** in the [sam.gov](http://www.sam.gov) registration system.

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